



# KENYA WATER TOWERS AGENCY (KWTA)

P.O. BOX 42903 - 00100 NAIROBI

## DECLARATION OF VACANCIES

The Kenya Water Towers Agency (KWTA) is a State Corporation established vide Kenya Gazette Supplement Legal Notice No. 27 of 2012 with the mandate of coordinating and overseeing the protection, rehabilitation, conservation and to sustainably manage water towers in the country.

Candidates will be required, among other qualifications, to be Kenyan citizens and satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010 including:

- Valid certificate of good conduct from the Directorate of Criminal Investigations.
- Clearance certificate from the Higher Education Loans Board (HELB).
- Clearance from the Ethics and Anti-Corruption Commission (EACC).
- Valid tax compliance certificate from the Kenya Revenue Authority.
- Report from an approved credit reference bureau (CRB).

### ADVERT/KWTA/1/CEO/2019. DECLARATION OF VACANCY FOR THE POSITION OF CHIEF EXECUTIVE OFFICER - 1 POSITION.

The Board of KWTA wishes to recruit a competent, exceptional and visionary leader with good professional and ethical standing to fill the position of Chief Executive Officer (CEO). The role's core competencies are visionary leadership and strategic decision making.

Reporting to the Board of Directors, the CEO will be the principal officer of the Board and will be responsible for overseeing all the strategic, operational and financial performance of the Agency through effective management of the executive leadership team.

#### Key Responsibilities:

- Provide overall day to day leadership of the Agency and administration of operations of the Agency under the guidance of the Board.
- Develop and recommend to the Board short term, medium term and long term strategies, business plans and annual operating budgets while establishing proper internal monitoring and control systems and procedures.
- Foster and maintain effective communication between the Board and management and ensure timely implementation of the decisions of the Board.
- Develop and strengthen networks and partnerships with Government agencies, the private sector and development partners; while spearheading donor collaboration and resource mobilization for the Agency's project implementation.
- Advise the Board on policies, strategies and programs for advancing the objectives of the Agency.
- Direct and co-ordinate the Agency's operations and administration to ensure that the various Directorates of the Agency operate in conformity with the overall strategic plans and performance targets.
- Ensure prudent management of all financial & other institutional resources, effective implementation of all Agency's projects and strict compliance with applicable statutory, legal and regulatory requirements.
- Promote good working relationships with all stakeholders while promoting the principles of good governance in the Agency.
- Be responsible for the enhancement of the corporate image of the Agency and implementation of corporate policies and strategies to ensure that the corporate vision and mission of the Agency are realized.
- Maintain a conducive work environment that attracts, retains and motivates employees, while fostering a culture that promotes ethical and good corporate practices.
- Ensure and facilitate timely preparation and submission of quality statutory reports on the status of Water Towers on quarterly basis or as otherwise directed.
- Ensuring the policies, vision, mission and services provided by the agency are communicated and positively understood by all stakeholders.

#### Required skills, knowledge and competencies

In order to be considered, the applicant must:

- Be a holder of a Bachelor's Degree from a recognized institution in any of the following fields: Humanities and Arts, Social Sciences, Business, Finance, Commerce, Environmental Science or a degree in any other relevant field.
- Possess a Master's Degree from a recognized institution in any of the fields in (a) above or any other relevant field.
- Have served for a minimum of ten (10) years in public service, private sector, Non-Governmental Organization (NGO), regional or international organization; five (5) years of which MUST have been served at senior management level.
- Have attended and successfully completed a strategic leadership program (SLP) from Kenya School of Government or its equivalent from a recognized institution.

A Postgraduate Diploma, Certificate or Training in either law enforcement and Security Management, Human Resource, Financial Management, Strategic Management or any other relevant training will be an added advantage.

#### Person Specifications

The applicant must:

- Be a Transformative leader with the ability to enhance the visibility of the Agency
- Demonstrate understanding of corporate governance for state corporations.
- Demonstrate a thorough understanding and knowledge of Government policies and priorities.
- Be willing to partner with; and effectively co-ordinate law enforcement agencies involved in the protection and safeguarding of water towers; and have ability to oversee joint activities undertaken with other Government agencies and relevant stakeholders.
- Demonstrate ability to engage relevant stakeholders and lead in resource mobilization to complement Government budgetary allocations.
- Demonstrate ability to efficiently and prudently manage and account for use of public resources.
- Demonstrate integrity, accountability and professionalism.
- Demonstrate capacity to appreciate and adapt to local, national and international conventions and treaties governing the use and management of natural resources.
- Be capable of initiating strategies aimed at effectively achieving the core mandate of the organization.
- Have excellent communication, interpersonal and networking skills.

#### Terms of service

The successful candidate will be employed on a three (3) year employment contract renewable once, subject to satisfactory performance. Remuneration attached to this position shall be determined in accordance with provisions of Section 5 (3) of the State Corporations Act, Cap 446 and as determined from time to time by the Salaries and Remuneration Commission.

### ADVERT/KWTA/4/SC/2019. DECLARATION OF VACANCY FOR THE POSITION OF SUPPLY CHAIN MANAGER - 1 POSITION.

This officer will be the head of supply chain unit in the Agency and will be reporting to the Chief Executive Officer (CEO).

The successful candidate will be employed on a three (3) year employment contract renewable subject to satisfactory performance.

#### Key Responsibilities:

- Plan and coordinate procurement and supply management activities in areas of procurement, inventory and asset disposal in line with the provisions of the Public Procurement and Asset Disposal Act 2015.
- Provide advisory/professional opinion on procurement matters and asset disposal to the Accounting Officer (CEO).
- Ensure timely preparation and submission of statutory procurement reports including performance reporting.
- Ensure effective implementation of the annual procurement plan and inventory management.
- Liaise with heads of directorates, departments and units in the Agency to identify, plan and budget for their procurement needs.
- Review and regularly update supplier database for the Agency; evaluate their performance and facilitate timely payment of goods and services rendered.
- Develop detailed service level agreements (SLA) for third party providers, outlining the key performance areas critical to the agency, key performance measures against which these providers will be evaluated, the performance feedback processes as well as relevant action points for failure to deliver at the required standards.
- Mentor and coach staff under him/her.
- Responsible for ensuring an effective record keeping system, maintaining proper documentation on all assets of the Agency and ensure all procurement paperwork is complete, accurate and up to date.

#### Required skills, knowledge and competencies.

- A minimum period of six (6) years with at least three (3) years' experience in a supervisory capacity.
- Bachelor's Degree in any of the following disciplines from a recognized institution; Procurement, Supply Chain Management, Logistics, Business Administration or any equivalent qualification.
- Possess a Master's Degree from a recognized institution in any of the fields in (ii) above or any other relevant field.
- Diploma in Procurement, Purchasing, Logistics or Supply Chain Management or its equivalent from a recognized institution.
- Management course lasting not less than four (4) weeks from a recognized institution.
- Member of the Kenya Institute of Supplies Management (KISM).
- Valid practicing license from Kenya Institute of Supplies Management (KISM).
- Good communication and interpersonal skills.
- Knowledge of e-procurement and/or integrated procurement information system.
- Certificate in Computer applications.
- Demonstrate a thorough understanding of the Public Procurement and Asset Disposal Act 2015, procurement rules and procedures.

### ADVERT/KWTA/4/HR/2019 DECLARATION OF VACANCY FOR THE POSITION OF HUMAN RESOURCE MANAGER - 1 POSITION.

The Manager, Human Resource and Administration reports to the Director in charge of Corporate Services and is responsible for offering advisory services to Management on human resource and administration matters and deal with all staff matters including recruitment and selection, placement, retention, training and development, discipline, administration of staff and staff welfare.

The successful candidate will be employed on a three (3) year employment contract renewable subject to satisfactory performance.

#### Key Responsibilities:

- Forecast and plan on human resource needs in the Agency.
- Manage the Agency's recruitment, selection and on boarding process.
- Coordinate staff performance management, reward and disciplinary system and processes.
- Develop the human resource development strategy.
- Monitor and evaluate the effectiveness of staff succession plans, development, mentoring, coaching and internship programs.
- Advise the Agency on matters relating to human resource management and administration.
- Review and develop the human resource records and administration policies, procedures and processes and oversee the implementation thereof.
- Ensure proper management, maintenance and storage of staff records.
- Oversee the payroll process and ensure compliance to statutory obligations.
- Coordinate preparation of periodic progress reports.
- Formulate and implement efficient performance management systems.
- Coordinate all outsourced services falling under the administration section.
- Any other duties that may be assigned.

#### Required skills, knowledge and competencies.

- Bachelor's Degree in human resource management or related field from a recognized institution.
- Possess a Master's Degree from a recognized institution in human resources management or any other relevant field.
- Member of Institute of Human Resource Management.
- Minimum of six (6) years working experience, three (3) of which should be in relevant management level.
- Knowledge of Kenyan Employment and Labour Laws.
- Proficiency in human resource management based computer applications.
- Have attended a senior management course not lasting less than four (4) weeks from a recognized institution.
- Knowledge and understanding of human resource issues related to gender, equality and diversity.
- Excellent interpersonal communication, negotiating and counselling skills.
- Certified Public Secretary (CPS) qualification will be an added advantage.

### ADVERT/KWTA/5/GIS/2019. DECLARATION OF VACANCY FOR THE POSITION OF SENIOR OFFICER-ECOSYSTEM RESEARCH (GIS) - 1 POSITION.

Employment in this position is on a permanent and pensionable basis.

Upon employment, the successful candidate will report to the Assistant Director in charge of Resource Assessment (GIS)/ Planning, Research & Audit and will be responsible for: -

#### Key Responsibilities:

- Develop and maintain Water Towers spatial database using ArcGIS online, PostGIS and PostgreSQL;
- Assist in generation of baseline data and information on Water Towers, critical water catchment areas and biodiversity hotspots for the development of Water Towers Status reports;
- Assess land cover and land use trends in the Water Towers using R studio and Google earth Engine as well as other Remote Sensing software;
- Map degraded areas and identify priority areas for rehabilitation in the Water Towers;
- Develop Water Towers data sharing protocols;
- Provide leadership in field data collection, processing, archiving and dissemination of information;
- Maintain an Integrated Water Towers Monitoring System (IWTS) for managing and visualizing Water Towers information;
- Assist in assessing and monitoring rehabilitation and conservation activities in the Water Towers;
- Develop innovative technologies for assessing, monitoring and evaluating status of the Water Towers;
- Train staff and stakeholders on acquisition of Water Towers data using GPS and mobile applications;
- Contribute to the development of Water Towers Status Report and Directorate's quarterly/annual reports;

#### Required skills, knowledge and competencies.

- At least five (5) years of relevant work experience.
- A Bachelor's degree in any of the following fields: - Natural Resource Management, Ecology, Environmental Planning, Environmental Economics, Environmental Science, Geo informatics, Geography, or any other relevant field.
- A Master of Science Degree and any other post-graduate qualifications in any of the above fields will be an added advantage.
- Must demonstrate professional competence, leadership qualities as well as good understanding of natural resources sector including maintenance of geospatial data and its infrastructure;
- Must be comfortable working with and well versed with the following mapping software ArcGIS, QGIS and image processing software (ENVI, ERDAS, R-Studio and Google Earth Engine).
- Possess spatial database management skills.
- Demonstrate good understanding of field and secondary data collection.

### ADVERT/KWTA/HRM/RS/1/8 VOL.2 (33) DECLARATION OF VACANCY FOR THE POSITION OF ACCOUNTANT I KWT 6 - 1 POSITION.

Employment in this position is on a permanent and pensionable basis.

Upon employment, the successful candidate will be answerable to the Senior Accountant and will be responsible for: -

#### Key Responsibilities:

- Verify payment vouchers and staff imprests in accordance with the laid down financial procedures, policies and regulations.
- Verify posting of payments and receipts in the cashbooks on daily basis.
- Maintain and updating the Agency's vote book.
- Prepare bank reconciliation statements.
- Ensure timely remittance of all statutory deductions.
- Provide safe custody of payment vouchers and approved journals and keeping safe custody of all accountable documents.

#### Required Skills, Knowledge and Competencies

- Must have at least three (3) years of relevant work experience.
- Possess a Bachelor's Degree in Commerce, Business Management, Business Administration [Accounting Option] or its equivalent.
- Must have passed Part II of Certified Public Accountants (Kenya) Examination, or its equivalent.
- Must possess financial computer applications skills.

#### How to apply

Interested and eligible candidates **must download and complete** the KWTA employment application form available online on [www.watertowers.go.ke](http://www.watertowers.go.ke) and submit the same by **24<sup>th</sup> September, 2019 at 5.00PM** to [recruitment@watertowers.go.ke](mailto:recruitment@watertowers.go.ke) . **Hard copies should be addressed to:**

**The Chairman,  
Adhoc Board Recruitment Committee,  
Kenya Water Towers Agency,  
N.H.I.F Building, 15<sup>th</sup> Floor  
Ragati Road,  
P.O. Box 42903 - 00100,  
NAIROBI.**

#### NOTE:

Kenya Water Towers Agency is an equal opportunity employer. Women, youth, minorities, marginalized and persons living with disability are encouraged to apply. Only shortlisted candidates will be contacted using the address and contacts provided by the candidates in their application letters.

Details of all applicants and shortlisted candidates for the position of Chief Executive Officer (CEO) will be made public.

**Canvassing in any form will lead to automatic disqualification of the candidate.**